



Cornell University

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**The Stanley D. Metzger '36 Grant  
Application**

*Awarded to students pursuing a summer experience in public  
service through Arts & Sciences Career Services*

Arts & Sciences Career Services  
Goldwin Smith G55  
Ithaca New York 14853-2801  
607-255-4166  
[www.arts.cornell.edu/career](http://www.arts.cornell.edu/career)

# The Stanley D. Metzger '36 Grant

## A p p l i c a t i o n

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### Notes Regarding This Application

There are six sections to this application. All applications must be completed in full to be considered. Applicants must be undergraduates in the College of Arts & Sciences and in good academic standing at the time of application to be considered. We understand that the numbers provided in the budget proposal are your "best guess" projections. Questions about the **Stanley D. Metzger '36 Family Grant** or this application should be directed to the *Arts & Sciences Career Services, Goldwin Smith G55, Cornell University, Ithaca New York 14853, 607-255-4166*. Applications must be received **no later than 4:30 pm Wednesday, April 1, 2009**.

**IMPORTANT NOTE:** We strongly encourage you to request your letter of recommendation well in advance of the deadline. Letters should be submitted with the application in a sealed and signed envelope.

### *Application Components*

- I. Student Information
- II. Supervisor Contact Information
- III. Sponsoring Agency Information
- IV. Essay Questions
- V. Proposed Budget
- VI. Letter of recommendation form (a letter of recommendation is required)

**Please return completed application packet by  
4:30 pm, Wednesday, April 1, 2009**

Arts & Sciences Career Services  
Goldwin Smith G55  
Ithaca, NY 14853

***\*\*All components of the application must be submitted together\*\****

### **Post-Summer Follow-up:**

Award recipients will be required to provide a thank you letter to the donor summarizing their project outcome. This letter should include, but is not limited to, the following information: details of the experience; goals and objectives and how they were met (or not and why); what you learned; and the impact on the community/population being served.

**The Stanley D. Metzger '36 Grant**

**A p p l i c a t i o n**

**I. Student Contact Information**

<b>Name:</b> _____	<b>Cornell ID #</b> _____
<b>College:</b> _____	
<b>Major:</b> _____	<b>Grad. Date:</b> _____
<b>Local Address:</b>	
_____ <i>street</i>	_____ <i>city</i> _____ <i>state</i> _____ <i>zip</i>
<b>Local phone:</b> _____	<b>Email:</b> _____
<b>Permanent Address:</b>	
_____ <i>street</i>	_____ <i>city</i> _____ <i>state</i> _____ <i>zip</i>

Do you receive Financial Aid?  Yes  No

**II. Supervisor Contact Information**

List the person who will be your immediate supervisor.

All projects require a supervisor or mentor who is willing to meet with you regularly throughout the duration of the project, and who is willing to evaluate your progress at the conclusion of the project.

<b>Name:</b> _____	<b>Title:</b> _____
<b>Telephone</b> _____	<b>Email:</b> _____
<b>Address:</b>	
_____ <i>street</i>	_____ <i>city</i> _____ <i>state</i> _____ <i>zip</i>

Will you be working for an agency/organization for your summer experience?  Yes  No If yes, proceed to section III.

**III. Sponsoring Agency (if applicable)**

<b>Agency Name:</b> _____	
<b>Telephone &amp; Fax:</b> _____	<b>Email:</b> _____
<b>Address:</b>	
_____ <i>street</i>	_____ <i>city</i> _____ <i>state</i> _____ <i>zip</i>

**Agency Mission/Purpose (attach additional sheets if necessary)**


**DUE DATE: Wednesday, April 1, 2009.**

# The Stanley D. Metzger '36 Grant

## Application

### IV. Statement of Purpose

On a separate piece of paper, please answer each of the following. Your responses should be no more than three paragraphs per question. Please re-type the question at the start of each of your respective responses.

1. Describe your proposed summer experience in detail, including your goals and plan of action for meeting them.
2. Describe how your project will benefit others. Discuss the project's potential long-term contributions.
3. How will this project contribute to your career goals?
4. The awarding committee seeks to find students who have in the past made good use of opportunities set before them, even in the face of limited resources. Please tell us about an instance when you were able to do so.

Please feel free to include any other relevant comments or materials.

### V. Budget Proposal

Please provide a detailed budget proposal of anticipated expenses. The following is designed to help you identify your total summer living expenses. The stipend is intended to cover necessary expenses (rent, food, transportation) and is not all-inclusive.

Living Expenses	One Month	
<u>Rent</u>		How much is the payment? What is the payment schedule? How much is the deposit?
Monthly Payment	_____	
<b>Total</b>	_____	
<u>Utilities</u>		Are all utilities included in rent? What utilities must you cover above rent? What are the average monthly costs? Are there set-up fees?
Electric	_____	
Natural Gas	_____	
Water	_____	
Telephone	_____	
<b>Total</b>	_____	
<u>Food/Household</u>		How much will you need to allow per month for food? (amt. per wk. x 4) How much for cleaning supplies, garbage bags, etc.?
Groceries	_____	
Household supplies	_____	
<b>Total</b>	_____	
<u>Transportation</u>		Estimate your monthly expenses for transportation. How much will it cost roundtrip from Cornell or home to your internship location?
Gas for car	_____	
Daily bus/subway fare	_____	
Air/bus/train fare	_____	
<b>Total</b>	_____	
<u>Personal</u>		Do you need equipment? How much do you need to allow for personal items and toiletries? What low cost entertainment is available?
Necessary equipment	_____	
Entertainment	_____	
Miscellaneous	_____	
<b>Total</b>	_____	
<u>2009-2010 summer savings expectation</u>	<b>Total</b> _____	Some students are required to generate money (student savings expectation) over the summer to put toward their Cornell tuition. If you are one of these students, you may include those monies in your list of expenses. Please keep in mind that your total expenses may not exceed \$3,000.
<b>GRAND TOTAL</b>	_____	

I authorize The College of Arts and Sciences to use this information for purposes of development and/or promotion of the College and its programs. I understand that it is my responsibility to adhere to all stated deadlines for applications and supporting materials. If granted the award, I will use the funds responsibly and according to my final budget..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Stanley D. Metzger '36 Grant

## Application

### VI. Letter of Recommendation

To be completed by the applicant

<b>Name:</b> _____	<b>Cornell ID #</b> _____
<b>College:</b> _____	
<b>Major:</b> _____	<b>Grad. Date:</b> _____
<b>Local Address:</b> _____	
<i>street city state zip</i>	
<b>Local phone:</b> _____	<b>Email:</b> _____

Under the provisions of the Family Education Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the referee will be advised of your choice.

- CONFIDENTIAL FILE. I grant permission for this letter of recommendation to be held confidential by The Cornell Commitment.
- OPEN FILE. I retain the right of having the letter of reference available to me.

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

To be completed by the Referee

\_\_\_\_\_ is applying for the Stanley D. Metzger Grant, which is open to undergraduates in the College of Arts & Sciences for the purpose of assisting students in pursuing summer internships or projects in the area of public services, with the intent on pursuing a career in public service. The stipend for the summer experience will cover related costs up to \$3,000. Criteria for selection include:

- Merit of the project and contribution to the community;
- Potential for personal development or enrichment of the student;
- Students who have made good use of their opportunities and show promise of success in their chosen profession or business; and
- Students in good academic standing.

#### I. Knowledge of the Applicant

Approximately how long have you known the applicant? \_\_\_\_\_

How well do you feel you know the applicant?  Casually  Well  Very Well

What is/was the nature of your contact with the applicant?

Professor  Research Advisor  Major Advisor  Employer

Other \_\_\_\_\_  
(Please specify)

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### II. Evaluation:

In comparison to:  Other Cornell Students  Other: \_\_\_\_\_

	Top 5%	Top 10%	Top 20%	Upper 50%	Unable to rate
Written expression					
Oral expression					
Perseverance toward goals					
Time management					
Commitment to projects					
Ability to effectively manage resources					
Creativity/originality					
Works well with others					

III. Recommendation: Considering this applicant's academic performance, special abilities, ambition and determination, please indicate your recommendation:

Strongly recommend

Recommend with reservation

Recommend

Cannot recommend

IV. Please add additional comments that you feel will assist us in evaluating the applicant's potential for this grant. You may wish to make additional comments by letter. If so, please attach your letter to this form.

Name of Referee (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  Cell  Work  Home

**Please return this form and attached letter (if applicable) to the applicant for inclusion in the application packet. The completed application is due by 4:30 pm, Wednesday, April 1, 2009 in Arts & Sciences Career Services, Goldwin Smith G55, Ithaca, NY 14853**